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the Conduit

Minority and Women's Business Enterprises Division

February 2009

Edition

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2009 Business Spotlight

Congratulations to
Flexible H.R. Solutions, LLC,
the featured business of the month!

Flexible H.R. Solutions, LLC
7058 Hidden Valley Drive
Plainfield, IN 46168
Phone: 317.839.6899
Website: www.flexiblehr.net



Diane Pinkins is the owner of Flexible H.R. Solutions, which provides a variety of H.R. services to mostly small-to-mid-sized companies. Services offered include preparation of employee handbooks, policies and procedures, effective recruiting and staffing processes, employee relations consultation, and staff management training.

Flexible H.R. Solutions has been certified for approximately 14 months, and has greatly benefited from their MBE, WBE and DBE certification, participating on several state contracts. Diane offers a word of advice to other M/WBEs and that is to take advantage of the opportunities afforded to you by being certified. Attend the networking events, outreach sessions, training sessions and round table discussions that have been provided for you.

Diane states, "The excellent support and commitment from the state of Indiana has resulted in many M/WBE success stories. I have seen outreach efforts connect major public companies that desire to increase their minority vendor utilization with M/WBE companies looking for those opportunities. I encourage all companies to ensure that you are conducting your business in the most professional, efficient, and quality-minded manner

Deputy Commissioner's Corner

Stay Tuned for comments from Deputy Commissioner, Alice Watson in our March Issue of *The Conduit*

Facts You Should Know

Would you like to learn about all kinds of resources, people and

opportunities to help your small business grow? If so, visit the Indiana BizCafe. It's so easy just put a profile online and let the system do the matchmaking based on your business needs. The best part is, it's all FREE! Visit the Indiana BizCafe today! Go to: www.indianabizcafe.com.

possible. Your business must be qualified and have the ability to do the job well before you can take advantage of the marketability certification can offer."

Congratulations Flexible H.R. Solutions LLC. Keep up the great work!

If you would like us to consider your business for the 2009 Business Spotlight, see the Business Spotlight Submissions section for details.

IDOA MWBE Division to host 2009 Minority & Women's Business Enterprises Resource Fair

Terrie's Tips for Success



Terrie Daniel, Outreach
Manager
State of Indiana MWBE
Division

Transition

As the old cliché states, there is nothing as constant as change. As I reflect on some of the gradual changes I have experienced, they seem to directly relate to the natural transition from the bluster of winter to the serenity of spring with all of its blooming flowers, changing colors and new growth among the grass and the trees. This observation consistently reminds me that everything really does change and almost nothing remains the same. So it is with all that encompasses us, including business.

As we embrace the many changes occurring around us, I would like to encourage you to not get taken aback by the challenges that may seem to be surrounding

To promote Minority and Women's Business Enterprises, the Indiana Department of Administration Minority & Women's Business Enterprises Division, along with our sponsors Key Bank, Citizens Energy Group, National City and Pitney Bowes Management Services, will host the 2009 Minority & Women's Business Enterprises Resource Fair.

The Resource Fair will be held on: **Thursday, February 26, 2009, from 9AM - 2PM, at the Indiana Government Center South Conference Center.**

This event provides certified minority and women business owners and those who may be interested in becoming certified an opportunity to come and gather essential resources **FREE OF CHARGE** on how to do business with various State Agencies, Universities, Casinos, private sector corporations. such as Key Bank, Citizens Energy Group, National City, Cummins, Hunt Construction, Lilly and the Indianapolis Airport Authority. There will also be legal experts and banking institutions available to discuss loan opportunities and resources they offer. Currently more than 50 exhibitors have been confirmed!

"The State of Indiana is very excited to host the Minority and Women's Business Enterprises Resource Fair. It is inspiring to know that there are so many of our partners both public and private who are willing to take part in providing information and resources to help minority- and women-owned businesses sustain and grow in these tough economic times. I encourage all who can to take advantage of this great opportunity, states Alice Watson, Deputy Commissioner."

Other things being offered at the 2009 Minority & Women's Business Enterprises Resource Fair include:

- **"Certification Corner"** - All certifying entities in the State of Indiana including the State of IN MWBE Division, IMSDC, MBEC, SBA and the City of Indianapolis will be on hand to assist those interested in certification for their business.
- **"Business Plan Assistance Center"** - Representatives will be available to assist those business owners needing assistance completing a business plan.

This event is free of charge but space is limited. Registration is required and is available until February 23, 2009. To register, please visit www.in.gov/confreg. For more information, contact Terrie Daniel at tdaniel@idoa.in.gov or 317.233.6607.

you or the insurmountable challenges your business may be facing. Embrace this time of transition just as the transition from winter to spring. It is a natural process for the seasons to change as it is natural for change to come within our lives and even our businesses.

My tip for you this month is to remember that there is a purpose for the cold and hard freeze of winter just as it is a purpose for the transition you are experiencing. It diminishes the effects of excess of bugs and many plagues from the previous season only to make way for new spring blossoms and the fresh new growth that lie directly underneath the muddy and sometimes hard surface of the ground. Take this time of transition to prepare for cultivation of the new growth you will experience in this new season to come.

Purpose and prosperity to you!

Terrie Daniel can be reached at tdaniel@idoa.in.gov or 317.233.6607.

Business Spotlight Submissions

If your business is a State of Indiana Certified MWBE and you would like us to consider featuring your business, please send the below information to mwbe@idoa.in.gov. When making your submission please use the following format in the subject line of your email: Business Spotlight Submission - ABC123 Company The following are the submission requirements:

All submissions must include the following:

1. A .jpg headshot or photo of

Maximize the Benefits of Your Certification

Bidder Registration

All firms are required to register on-line as a Bidder prior to submitting their application for certification. As a certified MBE/WBE, it imperative you verify your UNSPSC codes (products and services) that you were assigned at time of certification and enter these codes on-line in your Bidder profile. *Access the on-line bidder registration at: <http://www.in.gov/idoa/2464.htm>*

The Bidder registration database is self-certifying so you will need the user id and password you were given at the time of registration. As a consequence, the MWBE division is unable to provide firms with access information.

Can't Remember Your User ID or Password?

Go to <http://www.in.gov/idoa/2463.htm>, click on bidder registration, scroll to the bottom of the page and click on update which will bring up the sign-in page. Do not attempt to enter anything in the boxes. Click on the right where it say "click here if you need your password reset." A form will appear. Answer and submit. There is also a link on the form that says "forgot user id."

Why is the addition of UNSPSC codes important?

Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and location(s) within the state that you can supply or service (See Appendix A contained within the vendor handbook for complete instructions).

http://www.in.gov/idoa/files/vendor_handbook.doc

Remaining Problems or Questions:

Problems or questions concerning the registration process or the registration form can be e-mailed to Shirley Houston, Bidder Registration Coordinator, at shouston@idoa.in.gov or you may reach her by phone at (317) 232-6870.

Do You Know What is Required to Maintain Your Company's Certification?

Otherwise known as an Affidavit of Continued Eligibility (ACE), this form is required to maintain your certification. Below are a few questions and answers regarding your ACE form submission.

Q. Why do I need to submit an ACE form?

A. Although your certification is valid for a three-year period, you are required to submit an ACE form annually form with any changes affecting the following:

- [Location or contact information \(address, phone number, e-](#)

the Certified MWBE at work
 2. About the Owner or President
 3. What does your business do?
 4. What have been some challenges you have faced as a business owner?
 5. What benefits have you gained from being a State of Indiana Certified MWBE?
 6. What separates your company from the competition?
 7. Word of advise to other MWBE's

Please Note: Incomplete submissions will be automatically rejected.
 Disclaimer: The Office of Minority and Women Owned Business Enterprises reserves the right to edit any content submitted for publication in The Conduit. The selection of the monthly business to be highlight is the sole discretion of the editor of The Conduit. The business that will be featured will be notified by email the day prior to the publication being released.

About The Conduit

The Conduit is a publication of the Indiana Department of Administration's Minority and Women's Business Enterprises Division. This eNewsletter provides the MBE and WBE communities with a forum through which to learn about Indiana certification and business development opportunities, contracting opportunities, workshops, and networking events.

- mail address, etc.)
- Service provided (amendment to certification)
- Ownership
- Control

Changes in control and ownership must be submitted within thirty (30) days of the effective date.

Changes in contact information must be reported as soon as possible to the MWBE office. We do not want you to miss out on any opportunities!

Q. Do I need to submit an ACE form if there are no changes?

A. Yes, we still need to hear from you. Three years is a long time. In addition, Indiana Administrative Code 25 IAC 5-3-8 (3)(c) states that a certified MBE or WBE enterprise must provide, every year on the anniversary date of its certification, a notarized affidavit stating that there have been no change to enterprise's qualifying member, ownership or material change.

Q. What is the schedule for submission of an ACE form?

A. Please see sample schedule below:

SAMPLE SCHEDULE

Certified: December 1, 2008

1st Anniversary: Submit ACE form December 1, 2009

2nd Anniversary: Submit ACE form December 1, 2010

3rd year: You must re-apply for Certification up to 60 days prior to expiration, December 31, 2011

Link to ACE form: http://www.in.gov/idoa/files/ACE_Form.pdf

Contact information: Minority & Women's Business Enterprises
 Indiana Government Center South
 402 W. Washington Street, RM 469
 Indianapolis, IN 46204
 Phone: 317.232.3061

Submitted by: Stacy Shew, Deputy Director, Certification and Operations

MWBE Calendar of Events

February 2009

26 2009 Minority & Women's Business Enterprises Resource Fair
 Indiana Government Center South
 402 W. Washington Street, Indianapolis, IN
 Time: 9AM - 2PM
 Registration is available at: www.in.gov/confreg/

March 2009

30 Commission Meeting
 Indiana Government Center South,

Conference Room A
 402 W. Washington Street, Indianapolis, IN
 Time: 1PM - 3PM

Upcoming Workshops and Training Opportunities

- The Indiana Stadium and Convention Building Authority (ISCBA) is partnering with the Indiana Construction Roundtable to help emerging minority and women contractors become more competitive in pursuing construction contracts. The organizations are planning a series of six workshops in Indianapolis. All workshops are free and open to the public. For more information on workshop topics, locations and times please visit ISCBA's website at www.in.gov/iscba.
- The Small Business Administration offers free online training courses on "Surviving in a Down Economy," "Strategic Marketing: How to Win Customers in a Slowing Economy," and "Retool & Reposition Your Company - How to Prepare a Business Plan." These courses are available at:
<http://www.sba.gov/services/training/onlinecourses/index.html>.
- Business Ownership Initiative (BOI) and its Central Indiana Women's Business Center programs provide information, tools and resources needed to successfully start, manage and grow a small business. They have recently released their Small Business Education Curriculum. For more information and a complete course calendar and full descriptions and objectives for each class visit: www.businessownership.org.

Congratulations on Your Certification!

The following is a listing of newly certified or re-certified businesses with the State of Indiana Department of Administration Minority and Women's Business Enterprises.
As of February 1, 2009

1st Class Solutions, Inc.	Indianapolis	IN	WBE
A & E Consulting, Inc.	Bloomington	IN	WBE
Aerofinity, Inc.	Indianapolis	IN	WBE
All Pack Specialists, Inc.	Fishers	IN	WBE
Anderson Enterprises, LLC	Carmel	IN	MBE
Apex Professional Staffing, Inc	Indianapolis	IN	MBE
Booth & Associates, LLC	Indianapolis	IN	MBE
Brewer & Associates, Inc.	Indianapolis	IN	WBE
Chantelle Inc	Whitestown	IN	WBE
Chill Out, Inc.	New Richmond	IN	WBE
CleanSuite Services, LLC	Indianapolis	IN	WBE
Coleman Stevenson & Montel, LLP	Indianapolis	IN	MBE
Cornerstone Alliance, Inc	Zionsville	IN	MBE/WBE
Data Integration Consulting, Inc.	Indianapolis	IN	MBE
DS Translations	Indianapolis	IN	WBE
Energy Tech 21, LLC	Georgetown	IN	MBE
Enviro-Assist, LLC	Indianapolis	IN	WBE
ES Health Solutions	Indianapolis	IN	MBE/WBE

Escobar Construction, Inc.	Indianapolis	IN	MBE
Family Wellness Services of East Central	Connersville	IN	WBE
Figg Publishing	Avon	IN	WBE
Fox Contractors Corporation	Fort Wayne	IN	MBE
Home Designs Warehouse, Inc.	Schererville	IN	WBE
Integrity Leadership Solutions, LLC	Indianapolis	IN	WBE
Jerico Metals Specialties, Inc.	Bloomington	IN	WBE
Keystone Construction Corporation	Indianapolis	IN	MBE
Loftus Engineering, Inc.	Indianapolis	IN	WBE
Monticello Auto Parts, Inc	Monticello	IN	WBE
NRS Consultants, LLC	Anderson	IN	WBE
Omnia International LLC	Fishers	IN	WBE
Purchase This LLC	Clarksville	IN	WBE
Quality Services, Inc.	Westport	IN	WBE
RESOLution Group, Inc.	Indianapolis	IN	WBE
Sheer Elegance Draperies, Blinds & More	Bloomington	IN	MBE/WBE
Sondra Lagrotte, Inc.	Indianapolis	IN	WBE
Southern Indiana Mold Corportaion	North Vernon	IN	WBE
St. John Trucking, Inc.	North Vernon	IN	WBE
The Bid Connection, Inc.	Indianapolis	IN	WBE
The Buy With Benberry Realty	Indianapolis	IN	MBE/WBE
Tidy Maids, Inc	indianapolis	IN	WBE
WD Janitorial Supply Company	Fort Wayne	IN	WBE
Whitaker Enterprises LLC	West Lafayette	IN	WBE
Williams and Associates Consulting, Inc	Carmel	IN	MBE
Your PD&S Agent, Inc.	Evansville	IN	MBE

For more information on these companies please see the certification listing located on the
[Minority & Women's Business Enterprises Website](#)

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IDOA's MWBE eNewsletter, *The Conduit*, is published by the MWBE Outreach Office.
 Questions about the publication should be sent to tdaniel@idoa.in.gov.

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